

Berkeley County Government

JOB OPENING – EXTERNAL POSTING

COMMUNITY RELATIONS MANAGER (PS101402)

DEPARTMENT: BCWS – ADMINISTRATION

JOB SUMMARY/ESSENTIAL FUNCTIONS: Assist the Public Information Officer with the planning and coordination of the County's communications functions including internal and external communications, media relations, publications, advertising, and photo, audio-visual, graphics and video production to enhance positive relationships with employees, local government, press corps, community leaders, businesses, residents and customers. Assist the Grants Administrator with support in researching, writing, and submitting grants. Establish and maintain positive working relationships with county elected officials, department heads, county employees, local government officials and community leaders throughout the region. Establish positive working relationships with the press corps and public relations professionals in support organizations such as Association of Counties, other regional utilities, Charleston Regional Development Alliance, etc. Draft press releases, speeches, brochures, briefs, fact sheets and other literature for the Public Information Officer's review, edit and approval. Assist in the planning and execution of press conferences. Assist with emergency communications and coordination of vital information to the public in the event of a natural or man-made disaster. Assist in the maintenance of the county's social media pages. Manage *The County Connection*, the county government's monthly employee newsletter. Assist with the coordination and management of employee activities and events. Assist in promoting the County by telling its story, activities and vision to employees, the business community, local decision makers, customers and our citizens. Assist with the evaluation and recommendation of corporate contributions by BCWS. Manage the video production for the Sheriff's Office, Emergency Preparedness Department, Public Information Department, Auditor's Office, Water and Sanitation Department, and any other desiring department with informational videos for the public. Research the availability of grants for various county projects. Draft grant documents and applications for the Grant Administrator's review, edit and submission. Perform other duties as assigned.

QUALIFICATIONS:

Bachelor's degree in Business Administration, Communications, Marketing, Journalism or related field with 5 years related marketing experience.

Must have and maintain a valid driver's license for South Carolina with a safe driving record.

Must possess strong communication skills (both written and oral), human relations, organizational and analytical skills.

Must possess the ability to remain calm and professional under stress.

Must be a good team player who can adapt to new situations quickly and mobilize others to do the same.

Must be proficient with computers and programs and have working experience with multiple social media platforms and video editing software.

Skilled in the operation of all basic office equipment.

Must have the ability to deal with the public to include handling potential difficult customers and volatile situations.

Departmental testing may be administered during interview.

A criminal background check will be completed on selected applicant if a current one (less than 3 years old) is not on file.

PHYSICAL REQUIREMENTS:

This position requires the employee to frequently sit and use hands to handle objects and reach with hands and arms. The employee is required to walk, talk and hear. The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

SAFETY INFORMATION/DUTIES:

This is a safety sensitive position and subject to random drug and alcohol testing. All employees holding such jobs or requesting promotion or transfer to such jobs are subject to drug testing. Attends all required safety training, follows safety policies and procedures and uses appropriate PPE (Personal Protective Equipment) for assigned tasks.

HOURS OF WORK:

This position is classified as exempt and reports directly to the Public Information Officer. Thirty-seven and one half (37.5) hours per week. Normal working hours are Monday through Friday from 9:00 a.m. until 5:00 p.m. with the ability to work flexible hours when necessary. Must be able to attend evening County Council and other group meetings as needed. Scheduled hours/days, job location, duties and any other information contained herein is subject to change. May be required to work extra hours and to perform extra or different duties during emergency situations.

If you are interested in applying for a position with Berkeley County Government, you will need to set up a personal account and apply online, click on "Applicant Online" from our website www.berkeleycountysc.gov and follow the prompts. For questions, contact Human Resources at 843-719-4163. Computers are available in the Berkeley County Administration Building and the Libraries to apply online.

Community Relations Manager – Grade: C35
Entry Base Level Bi-Weekly Pay Range: \$1576.06 - \$1812.47

Date of Posting: 10/26/2016
Closing Date: Subject to close at any time.

BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.

All employees of Berkeley County Government are employed on an "at-will" basis which means that the employee may discontinue the employment relationship at any time, with or without notice or cause, and that Berkeley County Government may discontinue the employment relationship on the same grounds.

APPLICATIONS WILL NOT BE ACCEPTED FOLLOWING THE CLOSING DATE.